



The
University
Of
Sheffield.

Office
Of
The President &
Vice-Chancellor.

UEB/2020/0206/01

Minutes

University Executive Board

Date:

28 April 2020

Present:

Professor K Lamberts (KL) (in the Chair)

Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor S Hartley (SH), Professor M J Hounslow (MJH), Ms J Jones (JJ), Professor W Morgan (WM), Professor C Newman (CN), Professor D Petley (DNP), Mr R Sykes (RS), Professor G Valentine (GV), Professor C Watkins (CW)

In attendance:

Dr T Strike (TS), Mr I Wright (Item 3)

Apologies:

Secretary:

Mr N Button (NB) / Dr E Smith (ES)

1. Minutes of UEB Held on 25 February 2020

1.1 The minutes were approved as an accurate record.

2. Minutes of UEB Held on 3 March 2020

2.1 The minutes were approved as an accurate record.

3. Closed Minute and Paper

4. New Apprenticeship and Foundation Proposals – AMRC

4.1 UEB considered the proposed Engineering Manufacturing Technician apprenticeship from the AMRC. It was noted that the apprenticeship would replace the existing Higher National Certificate (HNC), and could help to address a skills shortage in manufacturing both in the SCR and on a national level.

4.2 UEB approved the apprenticeship proposal in principle subject to the standard University course approval process.

5. Report of the UEB Strategic Advisory Group – Student Numbers & Fees (Meeting held on 1 April 2020)

5.1 UEB received and approved the report. It was highlighted that SAG SNF had agreed (i.) an increase in tuition fees for Overseas UG and PGT tuition fees for the 2021/22 academic year, and (ii.) a series of recommendations for progressing the institutional Portfolio Review. During discussion, it was noted that the review should be conducted 'in the round' to ensure it considered the current operating environment and aligned

with both the Programme Level Approach (PLA) and Business As Usual (BAU) processes.

5.2 **Action:**

- (a) Benchmarking research on the portfolio sizes of peer institutions would be shared with UEB members.

6. **Report of the UEB IT Sub-Group
(Meeting held on 2 April 2020)**

6.1 UEB received and approved the report. Attention was drawn to the achievements of IT Services and Faculty IT Teams in scaling up provision to enable the University's large-scale transition to remote working and learning and teaching, as well as the re-prioritisation of the Technology Enhanced Strategic Framework (TESF) in response to COVID-19. It was noted that IT Sub-Group had approved a proposal to redeploy the Head of Information Security as an interim Chief Information Security Officer (CISO), to be reviewed once the Executive Director of Corporate Services started in post on 1 August 2020.

6.2 **Action:**

- (a) Faculty Vice-Presidents would reinforce the key messages in the report about cyber security and Multi-Factor Authentication (MFA) to staff in their Faculties.

7. **Round Table**

- (a) Council: KL updated UEB on the meeting of Council on 27 April 2020, which represented Council's first opportunity to assess the University's processes and challenges in relation to COVID-19. Council expressed support for the executive, and would be briefed on developments on an ongoing basis throughout the pandemic.
- (b) Council: TS updated UEB that Council had requested a paper that summarised the full range of temporary leadership, management, and governance arrangements that the University had implemented to address COVID-19. The document would provide an auditable record of the actions the University had taken during the pandemic, with the aim of assuring Council in this regard.

Action:

- (a) The draft paper would proceed to UEB and Audit Committee for approval.
- (c) Virtual Applicant Open Days: CW reported that the Virtual Applicant Open Day in the Faculty of Social Sciences had been well received and had experienced high levels of attendance and engagement. UEB recorded thanks to Student Recruitment and Admissions for its assistance in administering the Virtual Applicant Open Days and the success would be included in staff communications.
- (d) SCR: DNP reported that a substantial piece of work was being undertaken under the auspices of the Mayor of the Sheffield City Region (SCR) and the Local Engagement Partnership (LEP) to understand the economic impacts of COVID-19 on the SCR. This report would come to UEB.
- (e) Recruitment Advisory Panel (RAP): GV updated UEB on the latest figures from the RAP on the number of posts it had approved, declined, or paused pending further information.
- (f) Capital Prioritisation Group: JJ reported that a decision had been made at the previous meeting of the Capital Prioritisation Group to pause further capital

projects, subject to this decision proceeding through the relevant governance channel. This information would be shared with UEB.

- (g) Department for Education (DfE): RS informed UEB that he had received an invitation from the DfE to attend a meeting. It was also noted that the DfE was soliciting support from academic researchers at the University to provide data analysis expertise.

Action:

- (a) The relevant academic researchers would be contacted regarding the DfE's request for assistance.
- (h) PGR Extensions: SH noted that UK Research and Innovation (UKRI) had published its guidance on extensions for PGR students. The University was working on a cross-Doctoral Training Partnership (DTP) agreement with peer institutions in the Russell Group.

Action:

- (a) The final paper on the cross-DTP agreement would be presented at UEB for approval in due course.
- (i) PGR Match Funding: SH reported that work was in train to develop a uniform University strategy in respect of PGR match funding.

Action:

- (a) UEB would receive the draft strategy in due course.
- (j) Nurse Apprenticeships: TS noted that he and CN were working a proposal for bringing forward the graduation of Nursing Apprentices, which would proceed through the necessary UEB and Senate channels in due course.
- (k) Learning & Teaching: WM reported that the work regarding online and blended learning was ongoing. Thought was being given to issues where items on reading lists were held only in physical copies within the University Library.